

Page Application For Employment

Public Library of Westland
 6123 Central City Parkway, Westland, MI 48185-9118
 734-326-6123

INSTRUCTIONS
<ol style="list-style-type: none"> 1. Please complete all the information requested on both sides of this application. Use additional sheets if necessary. All information provided will remain confidential. 2. Please type or use a blue or black pen. Print neatly, incomplete or illegible applications will not be processed. 3. Students seeking employment must be at least 14 years of age and be prepared to submit a Work Permit. 4. Work Permits will be requested from finalists ONLY.
<p>The Public Library of Westland is an Equal Opportunity, At-Will Employer</p>

PERSONAL INFORMATION	TODAY'S DATE
NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER (Optional)
HOME PHONE	WORK PHONE
STREET ADDRESS	CITY, STATE, ZIP

EDUCATION			
SCHOOL NAME	ADDRESS / PHONE	DATES	GRADUATED? / DEGREE
MIDDLE SCHOOL			
HIGH SCHOOL			
COLLEGE / OTHER			

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POSITION			
Check off the position for which you are applying. Your application will be kept on file for one year.			
CLASSIFICATION	HOURLY WAGE	POSITION REQUIREMENTS	EXPERIENCE
<input type="checkbox"/> Page I (Shelving, Discharge)	Min. Wage / hr	14 years of age (minimum)	0

SCHEDULE		
Pages are scheduled to work 15 hours per week. Please let us know when you when you are available. We will review your application if a vacancy occurs for any days and times you have checked.		
✓	TIME List hours available	DAY
		Monday (Library closes at 9:pm)
		Tuesday (Library closes at 9:pm)
		Wednesday (Library closes at 9:pm)
		Thursday (Library closes at 5:pm)
		Friday (Library closes at 5:pm)
		Saturday
		Sunday (Labor day to Memorial day only)
		Monday to Friday work shifts start at 8:15am Library opens at 10am. Sat & Sun shifts start at 8:45am till 5:15pm.

CERTIFICATION AND RELEASE
<p>1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that misrepresentation, falsification or omission of facts called for is cause for immediate dismissal.</p> <p>2. I understand that the Public Library of Westland is an at-will employer and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.</p>

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3. I am willing to submit to a physical and drug testing to detect the use of illegal drugs prior to and during employment.
4. I understand that the investigation of all statements contained in this application is part of the employment process and authorize The Public Library of Westland and its representatives to check previous employment, educational institutions, and other relevant third parties to obtain information related to that given by me in this application. This may include criminal and credit inquiries.
5. If employed, I agree to conform to the terms of employment and Library policy.

APPLICANT'S SIGNATURE

DATE

Form, EMP-2, revised 8/8/01; revised 09/22/06; revised 07/02/07